

PHYSICAL PLANT SUPERVISOR

KIND OF WORK

Plan, direct and supervise the construction, maintenance and repair of the buildings, HVAC systems, roads and grounds of a state facility or agency.

NATURE AND PURPOSE

Under limited supervision, responsible for planning and directing the operations and maintenance of building systems, overseeing and coordinating remodeling and new construction, and overseeing custodial and grounds maintenance of a state facility or agency. These positions negotiate construction agreements and their revisions, contracts for purchasing equipment and related services and direct projects through all phases from planning to punch lists. These positions are responsible for developing policies and procedures, developing and administering their area's budget, ensuring compliance with safety and health regulations and supervising staff.

DISTINGUISHING CHARACTERISTICS

It can be difficult to distinguish between the Physical Plant Supervisor and the Physical Plant Director classification concepts because examples of work overlap between the two classes. Both classes may direct the operations and maintenance of building systems, oversee and coordinate remodeling and new construction, oversee custodial and grounds maintenance and be responsible for budget planning and expenditures. This class differs from the Physical Plant Director job class in the context of the organization in which they operate. Positions classified as Physical Plant Directors report to the Chief Administrative Officer, have a much larger span of control and have the ability to operate autonomously and independently make decisions in directing and planning the maintenance and operation of their complex or campus.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan and develop grounds and facilities, including major new construction, planned repair and betterment projects, remodeling projects, site development, landscaping, on-demand projects, parking improvements and other facilities and grounds improvement projects, so that the facilities and agency continues to meet the needs of staff and its clientele.

Direct the operation and maintenance of all electrical, heating, plumbing, air-conditioning equipment and energy management systems so that a safe, pleasant, functional environment is continuously maintained.

Direct the maintenance of all buildings so that they are safe, clean, attractive and functional for staff and general public use.

Direct the maintenance of all grounds so that they are safe, attractive, clean and functional.

Develop and direct a comprehensive security and fire safety program so that facilities are secure from theft, fire and vandalism.

Direct and ensure the documentation of the preventive maintenance and repair of agency vehicles and equipment so that they are available in good repair when needed and operate safely.

Develop and maintain accurate recordkeeping of facilities and all electrical, heating, plumbing, air-conditioning equipment and energy management systems and supplies so that all are in good repair, operate safely, and can be accounted for in the case of a campus emergency, disaster or catastrophic event.

Develop and monitor the department annual budget, keeping in mind long-range needs, to ensure the maintenance, security and service needs of all the buildings and grounds are met.

Supervise department and contract personnel, including but not limited to hiring, coaching and developing, promoting, rewarding, assigning and reviewing work, directing work, approving transfers, disciplining, suspending, discharging, and adjusting grievances to ensure that staff are skilled and available as needed, collective bargaining agreements and MnSCU policies and procedures are implemented and appropriately enforced, and projects are staffed correctly to meet deadlines and stay within budget.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

General construction sufficient to direct new construction, remodel or repair work.

Electrical systems sufficient to ensure ongoing repair and maintenance and prompt and acceptable resolution to equipment breakdown in compliance with local and state codes.

HVAC mechanical systems sufficient to ensure ongoing repair and maintenance and prompt and acceptable resolution to equipment breakdown in compliance with local and state codes.

State and local building and fire codes and State and Federal OSHA regulations sufficient to ensure compliance by the agency.

Occupational health and safety and environmental health regulations sufficient to ensure compliance by the agency.

Budgeting and purchasing processes sufficient to develop and monitor department and project budgets.

Hiring, coaching and developing, promoting, rewarding, assigning work, reviewing work, directing work, and disciplining staff sufficient to supervise staff in a public sector and union environment.

Skills in:

Math sufficient to estimate labor and material costs for planned projects.

Written and oral communications sufficient to write, prepare, and edit materials such as memos, procedures, bids, reports, presentations, etc., and clearly explain, discuss, communicate and present requirements, regulations, policies and procedures to staff and managers.

Ability to:

Work with construction plans, blueprints and electrical specifications sufficient to interpret, modify and follow them to develop budgets, and direct, approve or complete the installation, alteration, maintenance and repair of buildings, HVAC systems, roads and grounds.

Manage multiple projects simultaneously sufficient to identify user requirements, oversee cost, time and scope of projects, manage project constraints, communicate progress and meet deadlines.

Use software applications sufficient to develop and maintain emails, memos, bids, project proposals, reports, preventive maintenance and repair schedules and records, etc.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

These positions may require a Minnesota Boiler Engineer Chief Class C License or Minnesota Class A Master Electrician License, depending on the needs of the agency.

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TC: N/A
Former Title(s): N/A